



WORK SCHEDULE CHANGE / ASSIGNMENT FORM

| | | | |
|--------------------------|----------------------|---|-----------------|
| Last Name | First Name | Employee A Number | FTE: |
| Position Title | | Position is Overtime Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No | Position Number |
| Date of Request / Notice | Start Date of Change | End Date of Change (if temporary) | |

HRS must review and ensure compliance with work hour requirements

| SCHEDULE | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|--------|---------|-----------|----------|--------|----------|
| Current Week 1 | | | | | | | |
| Lunch Period | | | | | | | |
| Current Week 2 (if different from Week 1) | | | | | | | |
| Lunch Period | | | | | | | |

| SCHEDULE | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|--------|---------|-----------|----------|--------|----------|
| Proposed Week 1 | | | | | | | |
| Lunch Period | | | | | | | |
| Proposed Week 2 (if different from Week 1) | | | | | | | |
| Lunch Period | | | | | | | |

The Proposed work schedule is eligible for Shift Premium (Majority of time spent working between 5PM & 7AM)

Business need for Schedule Change:

Check All That Apply:

| | |
|--|--|
| <input type="checkbox"/> Establish Schedule for New Employee | <input type="checkbox"/> Permanent Change |
| <input type="checkbox"/> Supervisor's Notice to Employee | <input type="checkbox"/> Temporary Change |
| <input type="checkbox"/> Employee's Request to Supervisor | <input type="checkbox"/> For Training Purposes |
| <input type="checkbox"/> Mutually Agreed Change | <input type="checkbox"/> Emergency Schedule Change |

Prior written notice of schedule change was given to employee on **Month:** _____ **Day:** _____ **Year:** _____

| | |
|-----------------------------|-------------|
| Supervisor Signature | Date |
| Employee Signature | Date |

Original: Human Resource Services

CC: Employee, Supervisor, Timekeeper, Payroll Office and Dean / Director

Revised June 2011